

## Administrative / Finance Assistant – Job Description

<b>Job title</b>	Administrative / Finance Assistant.
<b>Location</b>	Ringwood.
<b>Salary</b>	Grade E, FTE £24,294 – £25,979  <b>Local Government Pension Scheme with 22% Employer pension contributions</b>
<b>Contract type</b>	Full-time/Part-time Available
<b>Reporting to</b>	Head of Emotional Education

### Main purpose

Our Office Assistant will provide support for administrative, financial and organisational processes for Delta Bespoke and the central team of the Delta Education Trust. They will become a valuable point of contact for parents, visitors and alternative providers, so will need to embody the value, vision and ethos of the Trust in all interactions.

### Duties and responsibilities

#### Financial Administration

- Sales invoice processing and credit control
- Purchase ledger processing and control
- Employee expense claim processing

#### Educational

- To assist in the collection of attendance data
- To assist in the completion of data collection and returns e.g. diagnostic and academic progress data.

- To monitor and maintain an accurate record of student attendance and report to commissioning school as required
- To analyse and evaluate data and produce reports as required
- To provide accurate minutes of team meetings and distribute where required.
- To attend multi-agency professional meetings and provide accurate minutes as required.
- Schedule appointments and meetings
- Ensure the confidentiality of information is maintained
- To answer and direct all incoming phone calls
- To monitor office email and handle or redirect any queries
- To respond to messages promptly and accurately, passing on information to relevant staff members or alternative providers as required
- To assist staff members, parents and alternative providers with information and support they need
- To act as a point of contact for parents or third party providers
- To contribute to and update policies and Service Level Agreements
- To update computerised records and information systems
- To monitor health and safety and safeguarding checks of all third party providers and requests up-to-date policies as required
- To organise and distribute incoming and outgoing post
- To organise staff training events and maintain training records
- To carry out other general administrative duties as required, e.g. photocopying, printing, filing and sending out letters
- To provide administrative support to staff as required
- To add to, amend and update website content as required

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Transition Mentor will carry out.

## Person Specification

Criteria	Qualities
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent level, including Grade C/4 or above in English or Maths</li> <li>• Knowledge of Data Protection</li> </ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in an administrative role</li> <li>• Handling confidential information</li> <li>• Some finance experience advantageous</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Effective written and verbal communication skills</li> <li>• Comfortable working with numbers</li> <li>• The ability to prioritise tasks and handle a demanding workload</li> <li>• The ability to work independently and as part of a team</li> <li>• Good listening skills</li> <li>• Good problem-solving skills</li> <li>• Comprehensive use of all Microsoft Office programmes</li> <li>• Knowledge of education policies and procedures (desirable)</li> <li>• Excellent attention to detail</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Patient and calm</li> <li>• Organised</li> <li>• Good time management</li> <li>• Committed to safeguarding</li> <li>• The ability to build and maintain effective working relationships with colleagues</li> <li>• Positive attitude and sense of humour</li> </ul>

This job description may be amended at any time in consultation with the postholder.

**Director's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_